

## MMP Exec Committee Minutes for September 2, 2010

Held onsite at MHS in Helena, 10 am- 2 pm

Janice Kalvig (Public Libraries;Flathead City Library)	Steve McCann (Academic Libraries;UM Missoula)
Jennie Stapp (Special Libraries;MSL)	Sarah McHugh (Statewide Projects Librarian;ex officio)
Karen Cooper (Users/AARP)	Mike Price (MSL Systems;ex officio)
Molly Kruckenberg (MSL;Chair)	Tina Kirkham (MMP Tech Support;ex officio)
Steve Jackson (Museum/Archives;Museum of the Rockies)	Norma Glock (School Libraries) (by phone)

1. Sarah provided some MMP history and background. Original members of the Content Cooperative included the St Vincent Health, Sydney Pub Library Lewis and Clark Pub Library, and Wolf Point High School Library, among others. Gradually moved to current CONTENTdm (MMP) and a separate "dark" archive for storage of masters which is the Digital Archive. Why a hosted instance? Libraries were already using Connexion Digital Import (CDI, a different OCLC product) to catalog; when OCLC acquired CONTENTdm, they configured CDI to work only with hosted instances of it. We have 50 Project Client desktops and unlimited storage. MHS and MLS partner to pay the annual license of \$13,600 per year (included in statewide OCLC services contract). In addition, MSL pays the Digital Archive subscription (\$2400 initial ingest fee and \$12,700 to initially purchase, plus \$4400 for FY 2011 renewal.) OCLC Digital Archive offers up to 1 TB statewide of storage space at this time. Each institution must create its own metadata records for anything they place in the DA.
2. Committee members discussed their current and future MMP participation. Janice was interested in possibly digitizing early Polk City directories for Kalispell; fields questions from the community and would be interested in having an all-day digitization information and training session in her area. SteveJ has already digitized a good portion of the photographs and textiles in the MOTR collection. Would like to put photo archives and images of objects on MMP. Mentioned Hamilton and Yellowstone museums (?) and is interested in helping small museums around the state with digitization and cataloging. Steve McCann mentioned the scanning UM does for tribal organizations. Norma stated that her school works with the Museum of the Beartooths on grants, and is interested in digitizing their Jim Anning collection. Mentioned that students can provide labor for projects if trained. It was mentioned that Janice is a professional cataloger.
3. Roles of EC members discussed. Represent your institution type statewide; not necessary to know the software or technical details; serve on working groups. Sarah is interested in seeing a "content/user experience" working group. Also believes Executive Committee should provide regular communication to MMP membership.
4. Communication:  
*Executive Committee only*  
Email -- [msl-mmpexecutive@googlegroups.com](mailto:msl-mmpexecutive@googlegroups.com)

Discuss/share files -- <http://groups.google.com/group/msl-mmpexecutive?hl=en>

43 MMP members plus Executive Committee

Email -- [msl-mmp@googlegroups.com](mailto:msl-mmp@googlegroups.com)

Discussions/share files -- <http://groups.google.com/group/msl-mmp?hl=en>

5. Brief discussion of variety of practice regarding metadata across MMP and a suggestion that a review of the existing metadata would be useful.
6. Molly asked the group to discuss the future of MMP and establish 1-year and 3-year goals. For example, within one year EC must decide whether digitized newspapers will be included in the current MMP repository along with the existing collections. If so, EC must develop guidelines for newspaper collections. Other 1-year goals included establishing connections with end users of MMP; create a better user experience; promote MMP.
7. The Montana Preservation Alliance has won a \$49,000 NEH grant, partnering with the state library and the historical society research center. MLS will put out an RFI for people familiar with digitization and content management systems, and develop a call-list of trainers to support these functions in various communities, possibly ending up with at least one new MMP collection per community. Trainers will spend 2-3 days on the ground in each community. OUTCOME: Develop a network of people who are trained in digitization and uploading materials to MMP.
8. Sarah described the state library's investment in two "loaner" scanner+laptop sets. Some policies were agreed upon: (1) Borrowers must be planning an MMP collection and must submit a PPD. (2) Borrowing period will be two months with up to 2 renewals. (3) Borrowers need to come to MLS to check out the equipment and be trained; Training is to include discussion of preservation of the digital objects they create and CDI if they are doing original cataloging; (4) UM Missoula may serve as second pick-up/training locale. Molly is very interested in training new trainers around the state.
9. There was discussion of exposing MMP collections and items in WorldCat. Steve asked how museums, which do not have OCLC codes, could participate. Most don't know what OCLC or MARC are. Sarah stated that this was something to be worked out, perhaps OCLC codes could be assigned. She reiterated that metadata is a critical component of digitization.
10. Discussion TIF as archival standard format for images. SteveJ expressed reservations about JP2 as a format since not all browsers support it. During the demo of CONTENTdm's new interface, in which a JP2 was rendered inside the CDM viewer (which is independent of the user's browser), alleviated some of this concern. In re museums participating, Molly would like to see a pilot project involving export of data from PastPerfect (the inventory-management software used widely in museums) into Dublin Core.

11. Review of chart of existing collections and their item counts was discussed. SteveM commented that the 120,000 files in MMP is a landmark and also an impressive number to share with legislators, etc. SteveM also pointed out that the phrase “actively growing” is problematic; organizations will be moving at different paces and contributing at different levels. Tina reiterated that the chart is a snapshot of the present moment and in reality, the numbers as well as which collections are “active” is constantly shifting.
12. Tina demo’ed CONTENTdm 6.0, a heavily re-designed version of the software that features a range of improvements to the user experience. Discussion of current flaws in CONTENTdm’s (version 5.4) and how they would be addressed in the new release, slated for Jan 2011. MMP home pages and collection-level home pages will be available by default. Advanced search will be easier to use and filtering of search results will be more useable.

#### ACRONYMS

MSL=Montana State Library. MHS=Montana Historical Society. MMP=Montana Memory Project. TIF=Tagged Image File. JP2=JPEG 2000=a new file format for digital images. OCLC=Online Computer Library Center. MARC=Machine Readable Cataloging.